

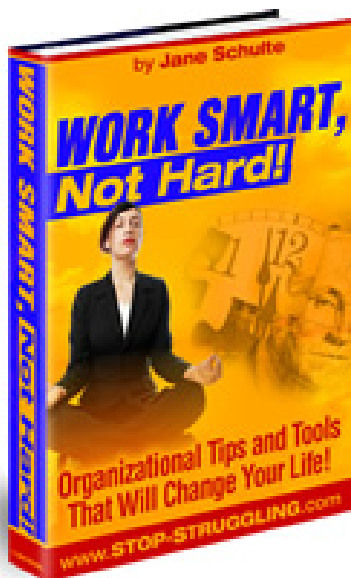
WORK SMART, Not Hard! Technology Training

Presented by PRISM Consulting Services

**Learn simple steps to
organize your email!**

**Learn how shortcuts can
help you save time and
reduce stress!**

**Enhance your current systems
with these new tools!**



***WORK SMART, Not Hard! Technology Training
will help you Work Smart!***

**Are you looking for a technology training
for your staff? Training is offered in 1 hour,
1.5 hour and 2 hour sessions.**

***This training is an excellent follow up to the
WORK SMART Workshop!***

**For more information,
contact Kim Jehn
Kim.Jehn@PRISMclosings.com
859-344-2731**



WORK SMART, Not Hard!

Technology Training

- ⇒ Use technology to relieve stress at work.
- ⇒ Automate through technology in order to increase productivity and stop struggling.
- ⇒ There are numerous Outlook Tools; customize them to work to your advantage.
- ⇒ Tools and additional storage can make your inbox manageable. Do not revisit the same emails over and over again.